



**TOWN OF GARDNERVILLE
PARK USE POLICY
RULES AND REGULATIONS**

1. Park Use in General:

The Town of Gardnerville's parks and related facilities are for the use and enjoyment of the public and are generally open for use from 6:00 a.m. to 9:00 p.m., daily. In addition to the general use and enjoyment of the park by the public for recreational purposes, the parks are available on a first come, first served basis for most events, including, but not limited to, special events, meetings and exhibits. However, organized sports league use for games or practices is not permitted.

2. Reservation Policy:

For groups of more than 25 people, reservations are required and are subject to a first come, first served basis. However, any Town sponsored or co-sponsored activity will have the right of priority over all other reservations and special events.

Application: A Park Reservation Form and Release of Liability and Indemnification Agreement must be completed and submitted 60 days before the requested use.

The entire park or specific areas of a park are available for special or organized events or gatherings. At the request of the individual or organization applying for the reservation, a section of the park may be cordoned off. However, a Town park is a public park and a reservation will not guarantee exclusive right to the park grounds.

No group or individual may reserve the park area or facilities more than two (2) weekends per month.

Fees and Deposit: A park may be available on a half-day basis (to a maximum of four hours) at a flat rate of \$25.00 per hour, or for a full day with the flat rate being \$300.00.

A security deposit of \$300.00 will be required. The application form and deposit must be on file in the Town office in order to guarantee the reservation. The security deposit will be refunded to the applicant after inspection by Town staff for any additional cleaning and/or damages other than normal wear and tear of the park. The applicant will remain responsible for any additional damages, cleaning or repair expenses as a result of the reservation or special event. A refund, if the Town determines it is due, will be returned to applicant within thirty (30) days of the event or cancellation.

Park fees and charges shall be established by the Town Manager, subject to the approval, review, revision, and/or amendment by the Town.

Insurance: Comprehensive general liability insurance naming the Town of Gardnerville as additional insured will be required for any event when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require liability insurance; 4) beer and alcohol are to be sold; and/or 5) as determined by the Town Manager or his or her authorized designee. The minimum limits of the insurance shall be as follows: \$1 million for each occurrence

and \$1 annual million aggregate. Insurance coverage must include premises, operations, products and completed operations at a minimum.

Alcohol: Applicants desiring to consume or dispense alcoholic beverages on Town property must request permission in writing. Beer and wine are the only alcoholic beverages that will be permitted. Further, if alcoholic beverages are to be sold, the applicant=s insurance policy shall include a liquor liability rider naming the Town of Gardnerville as an additional insured with the aforementioned requirements and minimum limits. Proof of compliance with all applicable rules and regulations of the Douglas County Liquor License Board shall be submitted with the application but in no event less than ten (10) days prior to the event.

Security: Security may be required under the following circumstances: (1) where an event makes a major impact on a facility; (2) when alcohol is being served or sold; (3) and/or when additional precautions are deemed necessary due to the nature of the event. When security is required, private security personnel shall be arranged by the applicant, with prior approval by the Douglas County Sheriff=s Department. The applicant is responsible for all fees for security services. Proof of security service and Sheriff=s Department approval will be required prior to the reservation approval.

Cleaning/Sanitation: The applicant will be given instructions for cleaning and park use at the beginning of the event. If the park requires any cleaning after the event it will be provided by the Town. Applicant will be charged \$25 per hour for such cleaning. In the event there is a security deposit, the assessed cleaning charge will be deducted from the deposit.

Applicant shall provide facilities for the washing of hands for persons who prepare food at a special event.

Where the expected attendance of an event is one hundred people or more, applicant shall be responsible for providing toilet facilities pursuant to Nevada Administrative Code 444.825 (a copy of NAC 444.825 is attached to the application). Portable toilet facilities must be kept clean and in good repair. The rental, service and removal of portable toilet facilities shall be provided at the expense of the applicant.

Other Permits: If beer and/or wine service is approved by the Town, the applicant shall be responsible for obtaining any additional permits as may be required. The Applicant shall provide copies of such approvals to the Town with the application but in no event less than ten (10) days prior to the event.

If the special event or gathering is a commercial entertainment event or outdoor festival, applicant must obtain an outdoor festival entertainment event permit and submit copies of such permit(s) to the Town with the application but in no event less than ten (10) days prior to the event.

Cancellations:

1. Any applicant may cancel an application prior to its approval and receive a full refund, less a \$25.00 administration fee.

2. An approved applicant may cancel its reservation thirty (30) calendar days prior to the event with a full refund, less a \$25.00 administration fee.
3. A cancellation fee of 50% of the application fee and security deposit will be assessed if cancellation is made between 29 days and 48 hours prior to the date of reservation. The cancellation fee will be deducted from the deposit.
4. In the event the group fails to appear for the scheduled use or cancels with less than 48 hours notice, no refunds will be given.
5. In the event of acts of God, e.g., natural disasters, heavy storms, etc., and cancellation occurs, fees will be waived.

3. Miscellaneous:

- A. No person shall intentionally damage, destroy, remove or modify any natural or unnatural item or article owned by the Town.
- B. The Town must authorize any amplified music.
- C. The Town must authorize the erection of tents, canopies, awnings, bounce houses, etc.
- D. Signs are not allowed within park without the express permission of the Town.
- E. Litter must be placed in appropriate containers and/or removed by park users from the facility.
- F. No person shall operate any vehicle including, but not limited to motorcycles, all-terrain vehicles or dune buggies, except on designated paved roads within the park. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Town.
- ~~G.~~ Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Town may allow other animals in the park when part of a special event at its sole discretion.
- H. Hunting and trapping are strictly prohibited. Fishing is only permitted at the Martin Slough ponds located on Gilman Avenue, and in accordance with all Nevada Division of Wildlife rules and regulations. Fishing hours are from sunrise until one hour after sunset, with a three (3) limit catch.
- I. The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.
- J. Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Town.